

# Clarington

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## **The Corporation of the Municipality of Clarington Planning and Infrastructure Services requires a Construction Coordinator**

### **We are an equal opportunity employer**

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

### **Who we are**

Clarington is one of eight lower tier municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We are committed to being an employer of choice by attracting, retaining, and providing support and opportunity to reach career ambitions; creating an innovative environment for people to thrive; and we value work life balance creating an environment for flexibility.

Clarington promotes a culture of corporate excellence that is built on the core values of accountability, integrity, and respect. These values will guide the Municipality as it works to enhance the quality of life in our community. They define what we stand for, how we do our jobs, how we treat one another and how we serve the people of Clarington.

### **What the role entails**

The Construction Coordinator is responsible for the completion of activities associated with the contract administration, coordination and construction inspection of various capital works projects and maintenance programs.

### **Responsibilities**

The following responsibilities and duties of this position includes but is not limited to:

- Assisting with the preparation and review of contract tender and quotation documents.
- Monitoring and evaluating the work of contractors and consultants on projects such as pavement rehabilitation, roadside protection, road reconstruction, trail construction, street lighting, parks upgrades, sidewalk replacements and stormwater management pond maintenance.
- Conducting field investigations and coordinating the testing of materials to ensure quality, quantity and compliance with contract requirements including environmental and safety.
- Completing measurements and performing administrative work such as correspondence instructions, notices, payment calculations, payment reports and certificates and change orders.
- Reviewing and approving shop drawings to ensure compliance with contract specifications and drawings.
- Assisting in the scheduling and management of all inspection efforts for the Municipality's construction projects including internal inspection staff and external consultants as required.
- Assisting in the procurement of external inspection and material testing services.
- Preparing construction cost estimates for future annual Capital and Operating budgets.
- Conducting general investigations in response to complaints and inquiries from the public, other Municipal Departments and Council in an efficient and professional manner.
- Reviewing engineering designs and providing written recommendations and expertise to ensure compliance with general engineering principles, construction practices, Municipal policies, procedures and by-laws and applicable Provincial legislation.
- Attending and leading construction and design meetings and providing guidance to contractors, consultants, agencies and authorities on issues relating to construction or design including preparation of agendas and meeting minutes.
- Providing mediation and negotiation when conflicts arise, ensuring appropriate decisions are reached on behalf of the Municipality.
- Coordinating as-built measurements and drawings to ensure that all data is inventoried with Infrastructure Management.
- Issue substantial completion, manage and track holdback releases and deficiencies for construction contracts.
- Ensuring continuous improvement by reviewing best practices, standards, design guidelines, investigating and identifying alternative / innovative service delivery methods.
- Other duties as assigned.

## **Qualifications**

The successful candidate will possess:

- A diploma in Civil Engineering Technology or equivalent education and experience to the satisfaction of the Manager of Infrastructure.
- Accreditation with the Ontario Association of Certified Technicians and Technologists as a Certified Civil Engineering Technologist or equivalent.
- A minimum of five (5) consecutive years experience in the design and construction of municipal infrastructure.

- Strong understanding of construction practices and materials related to road and sewer construction.
- Knowledge and experience with the management of excess soil in accordance with O.Reg.406/19.
- Knowledge of applicable legislation such as the Municipal Act, Highway Traffic Act, Occupational Health and Safety Act and other municipal and provincial legislation and the process of implementation to ensure safety and environmental protection.
- Knowledge of and ability to interpret municipal construction standards such as OPSS, OTM and TAC.
- Knowledge of construction practices including material sampling and testing, excess soil management, OTM Book 7, highway maintenance standards, specifications, practices and principles to carry out contract related activities.
- Demonstrated expertise in reading and preparing contract drawings and documents.
- Excellent written and oral communication skills and proven problem-solving skills.
- Ability to work independently in a fast-paced environment with limited supervision.
- Strong interpersonal skills to deal effectively and professionally with the public, colleagues, other government agencies, consultants, contractors and other stakeholders.
- Strong computer skills related to Microsoft Office Suite and proficiency related to software and techniques applicable to project management.
- Requires excellent organizational and planning skills to effectively carry out contract related activities.
- Knowledge of municipal procurement policies and practices.
- Experience and competency in AutoCAD Civil3D is considered an asset.
- Valid Ontario Driver's License and reliable personal transportation.
- Must be legally able to work in Canada.

## What we offer you

We offer the following for this position:

- Salary: \$79,679 to \$92,371 - Code 13 of the 2024 Inside Collective Agreement.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

## Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 60% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- Proof of Current Automobile Insurance Coverage, current Driver's Abstract and proof of a valid Ontario Driver's Licence.
- A current (within the last 180 days) satisfactory criminal reference check, from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the

Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

## How to apply

To view this position and to submit your application online, please visit [www.clarington.net/careers](http://www.clarington.net/careers). The deadline to apply is **September 13, 2024 at 11:59 p.m.**

This job competition number is **File # 62-24R**

We thank all applicants for their interest. However, only those under consideration will be contacted.

## Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.